



Pandemic Plan

Emergency Procedures

Health: Pandemic Procedure

Rationale:

Treasure Tree has an agreed procedure to follow if ever a pandemic alert occurred.

Note:

This pandemic procedure is specific to covid-19 incident. Should a pandemic alert occur which is not of this type the service will adopt and amend the steps / documents detailed herein to deal with incident appropriately.

Why A Need For A Pandemic Procedure?

- To ensure that as a community we have a pandemic plan in place as a component of our emergency planning.
- To ensure that we maintain as full a service as possible for as long as possible during a pandemic emergency (consistent with Ministry of Health Guidelines).
- To consider alternative means of delivering education to our children (for example, alternative care options) during such an event.
- To ensure that Treasure Tree is part of New Zealand's National Health Emergency Plan to help prevent the covid-19 spreading. ECE closure aims to reduce close contact between children.

Information from MOE

Advice for an unwell child or staff member

Anyone who is unwell should not be at an early learning service/kōhanga reo.

If you have a particular concern about a child, ask their caregiver to call Healthline on 0800 358 5453 (or +64 9 358 5453 for international SIMS).

More health advice is available on the Ministry of Health website:

[COVID-19 health advice for the public – Ministry of Health](#)

Authority to prevent a child's attendance

If an early learning service provider or home-based educator has reasonable grounds to believe that any person has an infectious or contagious disease or condition, then they must exclude that person from the service and from coming into contact with children.

This is required by regulation 57 of the Education (Early Childhood Services) Regulations 2008.

Authority to request a staff member not to attend

You can request that a staff member with an infectious disease or is suspected of having an infectious disease, does not attend.

Subsidy for educators

educator can be subsidised for absences for up to 3 weeks, and in some cases for longer periods. Funding is also available if a service must close in an emergency.

In some instances, children may be funded for continuous absences beyond the three-week period.

Educators can be subsidised for all sessions that a child was permanently enrolled to attend, but was absent from, for a three-week period beginning from the first day of absence.

Absence rule exemptions

Children may be funded for continuous absences beyond the three-week period. Usually this is for instances where a child has a short-term illness or condition. However, it may also apply if a child needs to delay their return to early learning if they:

- have been in contact with someone confirmed to have COVID-19 (novel coronavirus), or
- have recently been to a country or area of concern, or
- are unable to return from a country or area of concern due to travel restrictions imposed as a result of COVID-19.

Educators should provide any relevant supporting documentation such as email exchanges between the educators and parents regarding the reasons for their delayed return. Keep the form and attachments on file.

For any children or staff who have recently returned from OVERSEAS, they will need to go into a stay away period of 14 days (from when they left Iran or China).

Please continue to encourage anyone who is not well, to not attend your early learning service and to seek medical advice.

If you are concerned that someone is showing symptoms of fever, cough or shortness of breath, encourage them to first ring Healthline (0800 358 5453) or contact their GP by phoning ahead of their visit to explain symptoms and travel history.

If you have any concerns about the possibility that someone does have a communicable disease, your first step is to contact your local district health board for advice and support. If the individual with a suspected case is still in your service, isolate them from others, until you have received medical advice.

Pandemic Management: Treasure Tree will

1. Establish a system to monitor staff who are ill or suspected of being ill, including contacting staff who are unexpectedly absent from work: – has their doctor been notified of their illness? Have they been in contact with anyone?
2. Ensuring Treasure Tree homes has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
3. In the event of a pandemic Treasure Tree will liaise closely with the Public Health Nurse.

Communication with the community

It is likely there will be anxiety during a pandemic and this is likely to contribute to increased absence and/or increased stress to the staff, parents/whanau and children. Accordingly, we will:

- Communicate early the possibility of a pandemic and Treasure Tree's preparedness to manage it – to the staff, children, parents and whanau. Ministry of Health COVID advice might be useful.
 - Discuss with staff possible health and safety issues, and leave arrangements for them if they are ill or need to look after dependents.
 - Have a comprehensive plan (which will be developed by the PMT in consultation with the PHN) in place which is clearly communicated to staff, children, parents and whanau. Ensure that communications management during the pandemic is part of the plan. It will be important to have systems in place to allow us to communicate effectively in a pandemic.
 - In activating the plan, provide clear, timely and pro-active communications to staff, parents and whanau explaining how our service is handling the situation.
1. Create multi-channel for communication including APP, facebook, wechat etc.. We have considered how we will maintain communication:
 2. with teachers, educators, parents and whanau
 - other ECE services, schools in our area/cluster
 - relevant agencies and community support networks
 - key suppliers and contractors.

Symptoms

Symptoms of COVID-19 are similar to a range of other illnesses such as Covid-19. Having any of these symptoms does not necessarily mean that you have COVID-19.

Symptoms include:

- fever
- coughing
- difficulty breathing.

Preventing the risk

You can take some simple steps to help stop the spread of diseases like COVID-19:

- Avoid close contact with people with cold or flu-like illnesses.
- Cover coughs and sneezes with disposable tissues or clothing.
- Wash hands for at least 20 seconds with water and soap and dry them thoroughly:
 - before eating or handling food
 - after using the toilet
 - after coughing, sneezing, blowing your nose or wiping children's noses
 - after caring for sick people.

Auckland Regional Public Health Service

Auckland Regional Public Health Service

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40 Claude Road

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Auckland 1023

1. Best practice guidelines for hand hygiene

Effective hand washing and drying routines are a primary means of reducing infections in students and staff.

Many diseases causing virus and bacteria are carried on hands and can be passed from person to person through direct contact with the person's hands or through objects or food that the person has touched.

Children should be encouraged to take responsibility for their own hand washing and drying but to do so they need a supportive environment.

Recommended technique for good hand hygiene practice

- Wet hands, preferably with warm water and apply liquid soap
- Rub hands vigorously together and rub all areas
- Wash for 20 seconds (about the same time as it takes to sing Happy Birthday)
- Rinse well and dry hands thoroughly, the following examples are considered thorough:
 - 20 seconds by paper towel (2 towels 10 seconds on each towel)
 - 20 seconds by clean roller towel
 - 45 seconds by air dryer
 - 10 seconds by towel followed by 20 seconds by air dryer

Times when hands should be washed

- After coughing or sneezing (when the hands have been used to cover the mouth or nose)
- After using the toilet or after handling animals
- Before, during and after the preparation of food
- When hands are dirty
- More often if someone is sick

Rationale and tips for use of:

Liquid soap

- Lowers the likelihood of the transfer of infection from person to person.
- Wall mounted dispensers are preferable to hand held dispensers.
- Pump action dispensers help reduce soap wastage.
- Research the best soap and dispenser deal, getting a free dispenser from a supplier might be a good option, but beware of deals that lock you into higher priced bulk soap.

Paper towels

- Lower the likelihood of the transfer of infection from person to person.
- To make these more economical, half-sized paper towels are available that can be used with standard dispensers.
- Research the best towel and dispenser deal.

Roller towels

- Ensure these are the type that roll and retract once used to avoid spread of infection.
- Younger students may find these difficult to use.

Air dryers

- Hands must be dried thoroughly to stop the spread of infection (takes approx 45 seconds).
- Younger students may find air dryers frightening to use.

Warm water

- Warm water is preferable to cold water.
- Providing warm water improves compliance of people washing their hands at all. What proportion of students will put their hands under ice-cold water in the winter?
- If warm water is supplied, it must not exceed a temperature of 40°C.

Wash troughs

- A long stainless steel wash trough has several advantages over basins that make them economic to install and maintain.
- A wash trough with enough space for five students to use only takes the space of three wash hand basins.
- By having temperature controlled warm water (40°C maximum), you only need warm water taps, not cold taps. This means for example, five taps for five students instead of six taps for three students.
- A wash trough only needs one waste outlet. Three basins need three outlets.
- Wash troughs are easier to clean than multiple hand basins.

A. Hand hygiene notices

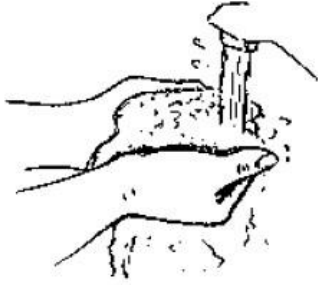
PROTECTING YOURSELF AND OTHERS AGAINST RESPIRATORY ILLNESS

HANDWASHING IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF

- Cover your nose and mouth when coughing or sneezing
- Use a tissue and dispose of this once used
- Always wash hands after coughing and sneezing or disposing of tissues
- Keep your hands away from your mouth, nose and eyes.
- Avoid contact with individuals at risk (eg, people with underlying or chronic illnesses such as immune suppression or lung disease) until the Covid-19- like symptoms have resolved.
- Avoid contact with people who have Covid-19-like symptoms.
- Ask students to use a tissue and cover their nose and mouth when coughing or sneezing and to wash and dry their hands afterwards.

Hand Hygiene with Soap and Water

**1. Remove jewelry.
Wet hands with warm
water**



2. Add soap to palms



**3. Rub hands
together to create a
lather**



**4. Cover all surfaces of
the hands and fingers**



**5. Clean knuckles,
back of hands and
fingers**



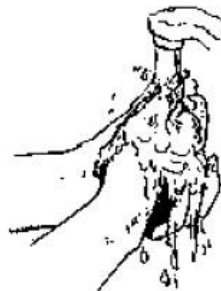
**6. Clean the space
between the thumb
and index finger**



**7. Work the finger tips
into the palms to
clean under the nails**



**8. Rinse well under
warm running water**



**9. Dry with a single-
use towel and then
use towel to turn off
the tap**



Minimum wash time 10-20 seconds.

Hand Hygiene with Alcohol-based Hand Sanitizer

1. Remove jewelry. Apply enough product to open palms.**



2. Rub hands together palms to palms



3. Rub in between and around fingers



4. Cover all surfaces of the hands and fingers



5. Rub backs of hands and fingers. Rub each thumb.



6. Rub fingertips of each hand in opposite palm



7. Keep rubbing until hands are dry.

****The volume required to be effective varies from product to product. Enough product to keep hands moist for 15 seconds should be applied.**

Do not use these products with water. Do not use paper towels to dry hands.

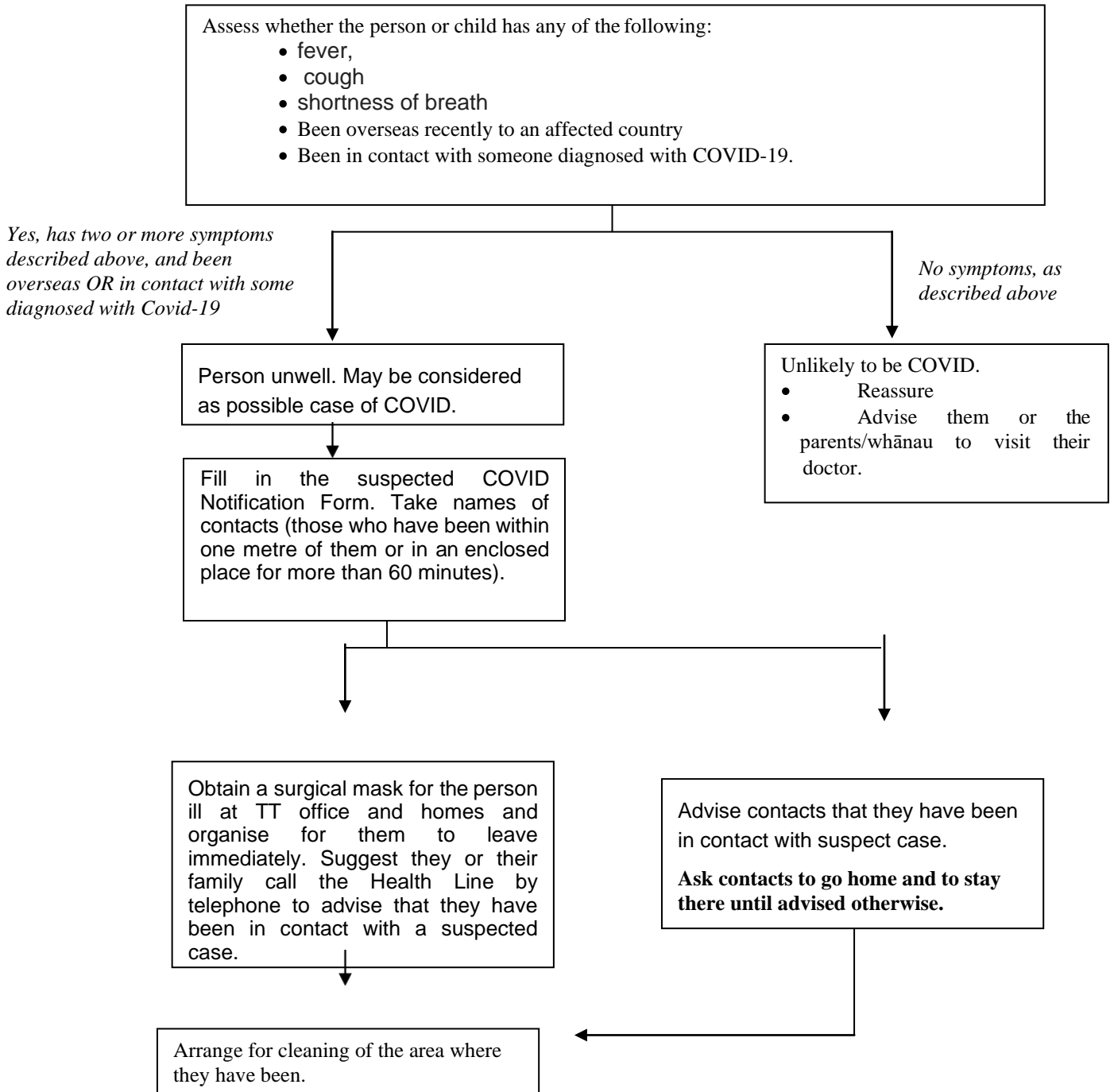
Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.

B. Screening flowchart

For detection and management of suspected pandemic COVID cases

Process

1. Your manager receives a call from a person suspecting they may have COVID, or from a staff member who has noticed a child who may be ill.
2. Avoid contact with the sick person if possible and manage the process over the telephone.
3. For someone at TT homes who is ill, follow the flowchart below:



COVID-19 NOTIFICATION

COVID is a notifiable disease.

There is currently an increase in the numbers of people in New Zealand with COVID. To prevent the spread of COVID here:

DO NOT ENTER if you have:

- fever
- cough
- short of breath

If you start to feel ill at service or are showing any of the symptoms listed above,
DO NOT leave your area.

Call the Treasure Tree manager

0211046356

0210459566

SERVICE CLOSED

DUE TO THE COVID-19 PANDEMIC,

THIS SERVICE IS CLOSED UNTIL
FURTHER NOTICE

Treasure Tree

DO NOT ENTER

For urgent enquiries, contact

F. Contact list

Retain this list and provide to the Medical Officer of Health or his/her designated officer on request.

People the affected person has interacted with since displaying symptoms			
Name	Email	Telephone number	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

G. Personal Protective Equipment (PPE)

Guidelines

The [Department of Labour](#) and [Ministry of Health](#) websites have guidelines which may help you decide on appropriate personal protective equipment to protect staff and children in your school. The Department of Labour also has an article about [Personal Protective Equipment \(PPE\) and practices and pandemic preparedness](#).

Suggested list

The following generic list approved by the Department of Labour can be used as a starting point for your pandemic preparations. It is an 'over-the-top' list to cover all contingencies. Treasure Tree will work towards stockpiling the following.

Emergency Pandemic Supplies
<i>Suggested list - stock pile supplies for one to two weeks</i>
Breathing mask (box 50) 3 per person per day
Eye goggles (1 per staff dealing closely with sick person)
Latex / non-latex gloves (100s) 10 per staff per day
Disposable apron for staff (1 per staff per day)
Tissues (box 200) 3 boxes per person per week
Paracetamol (box 20) 1 box per adult per week;
Paracetamol (suspension) 50mls per child per week
Disinfectant (2 litres) 1 bottle per 15 people per day
Janola (2 litres) 1 bottle per 15 people per day
Cleaning fluid (1 litre) 1 bottle per 15 people per day
Toilet paper minimum 2 rolls per person per week
Paper towels (2 packets per person over 3 weeks)
Carton of Chux Cloths
Liquid soap/alcohol wash (1 litre)

Staff education and training undertaken as part of First Aid certificate courses attended.

- preventative guidelines
- staff awareness
- documentation.

H. Treasure Tree

Dear Parents and Whanau, 9th March 2020

Further to Prime Minister Jacinta Ardern's statement on Saturday regarding Covid-19, I wish to assure our Treasure Tree community that we will be following advice and guidance given to us by the Ministry of Health and the Ministry of Education.

At Treasure Tree we have a pandemic plan, it is a living document that is being reviewed and updated as information specific to Covid-19, and advice from the Ministry of Health is communicated. We have put the pandemic plan into action since the news of Coronavirus came to our attention.

- Notices of warning at our doors
- Regular updates from the Ministry of Health
- Making sure we have enough supplies
- Continuing high hygiene practices

It's important we all continue to be alert but not alarmed. We would also like to take this chance to remind you that it is important that children stay home if unwell and that you seek medical advice if at all concerned. The 14 days self – isolation includes any international travel.

If you are concerned that someone who has recently travelled is showing symptoms of fever, cough or shortness of breath, encourage them to first ring Healthline (0800 358 5453) or contact their GP by phoning ahead of their visit to explain symptoms and travel history.

We encourage you to keep updated about the status of COVID-19 on the Ministry of Health website (www.health.govt.nz). There are unfortunately a few fake news reports going around, the Ministry of Health is a reliable source.

If you or your family are influenced due to COVID-19 please email me, we would like to support you in any way we can. You might need to physically self-isolate but that does not mean that you are alone, we are here to support. We continue to keep all those affected by this virus in our thoughts and prayers.

Treasure Tree Team

I. Contact details

Please take time to fill out this form with up-to-date contact details for you as parents/caregivers of your child (or children) at Treasure Tree. Please also provide two local emergency contacts of people your child knows (eg, family/friends) who could take care of your child in an emergency:

Date: _____

Family name: _____

Name(s) of child (ren): _

1. Parent/caregiver: _____ Home

phone: _____

Work phone: _____ Mobile phone: _

2. Parent/caregiver _____

Home phone: _____

Work phone: _____ Mobile phone: _

3. First emergency local contact (eg, friend or family

member): Name _____ Home phone: ____

Work phone: _____ Mobile phone: _

4. Second emergency local contact (eg, friend or family

member): Name _____

Home phone: _____

Work phone: _____ Mobile phone: _

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